



County Probation and Parole Officers' Firearm Education and Training Commission (FETC)

REGULAR COMMISSION MEETING MINUTES

July 11, 2019, 9:00 am

Toftrees Golf Resort & Conference Center, One Country Club Lane
State College, PA 16803

The following Commissioners and other individuals were present:

Chairman Keith Graybill
Commissioner Michelle Beaver
Commissioner Tim Heitzman (Phone)
Commissioner Chad Libby (Phone)
Commissioner Russell Shurtleff

Executive Director Joe MacLaughlin
John Manning, Legal Advisor
Helene Placey, Advisor
Greg Young, Advisor
Ian Rowles, Recorder

Those not in attendance:

Commissioner John Chilleri
Commissioner Erik Christensen
Commissioner Larry Maggi

Tom Dougherty, Advisor (PBPP)

- 1. Call to Order and the Pledge of Allegiance**
- 2. Review and approval of the Minutes of the previous meeting**

MOTION: 1907:01

Commissioner Beaver made a motion to approve the minutes from the May 9, 2019 Firearms Education and Training Commission meetings.

Commissioner Shurtleff seconded.

Motion carried by unanimous voice vote.

- 3. Announcements and Reports**

Chairman

- Chairman Graybill welcomed Patrick Glenn to the meeting who is an extern with the governors office of general council, who was assigned to the boards Chief Council office for the summer. He is a second year law student at Vermont Law School.

- Chairman Graybill announced that FETC lost its funding for the new FCTMS, due to the JRI2 bill that is still awaiting voting. Since FETC lost its funding, PA Interactive will no longer be able to work on the project.
- Chairman Graybill mentioned the possibility of going back to looking at companies that could build the a new FCTMS for FETC.
- Executive Director MacLaughlin mentioned that FETC actually owns the layout of FCTMS that PA Interactive created and it could be used with other companies going forward.
- Executive Director MacLaughlin stated that FETC met with PCCD to discuss the possibilities of getting a new website with them if the bill passes.
- Chairman Graybill recommended a meeting with an IT employee who can help figure out ways to back up the website in the meantime.

Executive Director MacLaughlin

- Executive Director MacLaughlin stated that FETC successfully ran the second Basic Training Academy of the year and all of the students passed.
- Executive Director MacLaughlin stated the Curriculum Committee completed the final pilot of the Course 3 and it looks to be ready for rollout in the next contract.
- Executive Director MacLaughlin stated he helped Dauphin County and York County with trainings. He also attended a Master Instructor evaluation out in Somerset County.
- Executive Director MacLaughlin announced the Purchase Orders for Continuing Education classes were submitted in May and were just approved earlier in the week. Due to the time it took to receive the approval, FETC lost the month of July for training.
- Executive Director MacLaughlin announced Jamie Forry, from York County, as a new member of the Curriculum Committee.
- Executive Director MacLaughlin informed the Commission that the FETC Facebook has been rejected by the Governors Office.
- Executive Director MacLaughlin wanted to recognized Laura Treaster in helping FETC with all of their problems involving the FCTMS, Facebook, and Youtube requests.

Fiscal Report

- Commissioner Shurtleff asked about the increase of some line items and why they have gone up.
- Executive Director MacLaughlin stated he would look into the budget for each of the following years to see where it has been going up and where it has stabilized.

4. Reports of Officers and Standing Committees

- Executive Director MacLaughlin shared the positive reaction from everyone who attended the new Course 3 and how the Committee believes it is ready to be launched in 2020 when the new contract occurs.

5. New Business

- Executive Director MacLaughlin brought up the proposal for the Certified Firearms Instructor Course that was sent out to the Commissioners and asked if FETC could run the CFI Course.
- Executive Director MacLaughlin reminded everybody it would be the same curriculum, same drills would be run and use FETC Instructors to help run it.
- Executive Director MacLaughlin stated his hope that FETC can run two of them in a year, not necessarily two in the 2019 year due to where we are in the training year.
- Advisor Greg Young, who used to run the CFI Course, mentioned none of the curriculum is property of the Board. He also states that over the years curriculum has been added by the Commission so it isn't property of the Board.

MOTION: 1907:02

Commissioner Libby made a motion for CFI Courses to be provided by FETC Starting in the 2019 – 2020 Fiscal Year.

Commissioner Shurtleff seconded.

- Commissioner Libby mentioned in the proposal it doesn't mention instructors having a minimum of helping assist with trainings such as Continuing Education and Basic Training Academy trainings. It could help with leadership during the instructor course.
- Commissioner Heitzman stated he isn't concerned with it due to FETC picking the instructors on who would help, and FETC knows who is signing up for BTA's and other trainings.

Motion carried by unanimous voice vote.

- Chairman Graybill wanted to thank the Board for all of their hard work over the years and running CFI Courses for FETC.

Request for Initial CFI Status

Emily Child – Lebanon County Adult and Juvenile Probation

Matthew Gernold – Warren County Adult Probation

Deryk Gingrich – Lebanon County Adult and Juvenile Probation

- Executive Director MacLaughlin mentioned all of their proper training documentation were received by FETC.

MOTION: 1907:03

Commissioner Libby made a motion to approve the initial CFI status for Emily Child, Matthew Gernold and Deryk Gingrich

Commissioner Beaver seconded.

Motion carried by unanimous voice vote.

Request for Renewal of CFI Status

Charles Begansky – Schuylkill County Adult Probation

Norman Mueller – Westmoreland County Juvenile Probation

William Niehenke – York County Adult Probation

James Warrick – Fayette County Juvenile Probation

- Executive Director MacLaughlin mentioned all of their proper training documentation were received by FETC.

MOTION: 1907:04

Commissioner Libby made a motion to approve the the renewal of CFI status for Charles Begansky, Norman Mueller, William Niehenke and James Warrick.

Commissioner Heitzman seconded.

Motion carried by unanimous voice vote.

Request for Initial MI Status

Thomas Shepherd – Somerset County Adult and Juvenile Probation

Michael Zagorski – Lehigh County Adult Probation

- Executive Director MacLaughlin mentioned all of their proper training documentation was received by FETC.

MOTION: 1907:05

Commissioner Beaver made a motion to approve the the initial MI status for Thomas Shepherd and Michael Zagorski

Commissioner Shurtleff seconded.

Motion carried by unanimous voice vote.

Request for Renewal of MI Status

Neil Stefanikso – Schuylkill County Adult Probation

- Executive Director MacLaughlin mentioned all of his proper training documentation was received by FETC.

MOTION: 1907:06

Commissioner Shurtleff made a motion to approve the the renewal of MI status for Neil Stefanikso.

Commissioner Beaver seconded.

Motion carried by unanimous voice vote.

6. Executive Session

There was not an executive session during this meeting.

7. Public Comment and Questions

No public attendance.

8. Adjournment

Meeting adjourned at 10:11 am.

In accordance with The Sunshine Act, a notice announcing this meeting was placed in the Centre Daily Times on July 7, 2019.

Minutes submitted by Ian Rowles, Recorder, PBPP